



DEPARTMENT OF THE NAVY  
NAVAL ELECTRONIC SYSTEMS COMMAND  
WASHINGTON, D.C. 20363-5100

NAVELEX INST 5350.2  
ELEX 07M  
28 December 1984

NAVELEX INSTRUCTION 5350.2

From: Commander, Naval Electronic Systems Command

Subj: NAVAL ELECTRONIC SYSTEMS COMMAND SUBSTANCE ABUSE PROGRAM

Ref: (a) SECNAVINST 5300.28  
(b) OPNAVINST 5350.4  
(c) NAVMATINST 5350.2  
(d) CPI - 432  
(e) CPI - 792  
(f) CPI - 752

1. Purpose. To carry out the Navy's substance abuse program within the Naval Electronic Systems Command. The program as outlined in this instruction and in references (a), (b), and (c) applies to all military personnel assigned to the Naval Electronic Systems Command. The Substance Abuse Program for civilian personnel is administered through references (d), (e), and (f) by the local Civilian Personnel Office.

2. Background. Substance abuse, the illicit use of drugs and excessive consumption of alcohol, results in serious, often irreparable damage, not only to the individual, but also to the user's family, co-workers and social environment. The Secretary of the Navy and the Chief of Naval Operations have fully committed all possible resources to eradicating these ruinous addictions through educational, remedial and counselling programs.

3. Policy. References (a), (b), and (c) respectively define SECNAV, CNO and CHNAVMAT support of the substance abuse program. The Chief of Naval Material has pledged wholehearted cooperation of all components of his Command toward achievement of his ultimate goal; ZERO tolerance of drug and alcohol abuse and drug possession, sale or distribution within the Material Command. The Commander, Naval Electronic Systems Command is fully committed to achieving this goal and the policies which carry out this program.

4. Action

a. Commander, Naval Electronic Systems Command.

(1) Issue directives and policies as appropriate for implementation of substance abuse programs and emphasis at all organizational levels and assign duties to the Deputy Commander, Management and Operations Directorate (ELEX 07) as the Alcohol and Drug Control Officer (ADCO).

(2) Monitor the effectiveness of the substance abuse program through IG inspection feedback.

b. Alcohol and Drug Control Officer (ADCO)

(1) Supervise overall coordination, development and IG inspection process with regard to substance abuse initiatives.

(2) Prepare instructions and guidelines on all phases of the Command's efforts in substance abuse control, prevention, counselling and rehabilitation.

(3) Coordinate requests for and approval of random samplings or unit sweeps as circumstances warrant.

(4) Liaison with the respective civilian management personnel to make sure program is followed and adherence to the provisions of references (a), (d), (e), and (f) regarding actions involving civilian employees.

(5) Represent the Naval Electronic Systems Command in policy and program discussions with Chief of Naval Material, Chief of Naval Operations and other echelons and organizations as needed.

(6) Appoint a substance abuse coordinator (SAC).

(7) Submit needed reports to higher authority.

c. Substance Abuse Coordinator (SAC) (For Military)

(1) Carry out random samplings or unit sweeps as directed by higher authority.

(2) Make sure all required reports are completed.

(3) Make sure instructions and guidelines issued by COMNAVELEX and the ADCO are followed.

(4) Keep necessary files and records in a properly secured manner.

d. NAVELEX Directorates and Program Directors

(1) Ensure an environment of deglamorization of alcohol in social functions and during the work day exists.

(2) Identify training and counselling needs to the ADCO or Substance Abuse Coordinator.

(3) Appoint an officer or senior enlisted to serve as point of contact with the Command ADCO and SAC. POC will help in random sampling and unit sweep tests of military personnel as well as serve as source of information for Directorate or Project Office personnel.

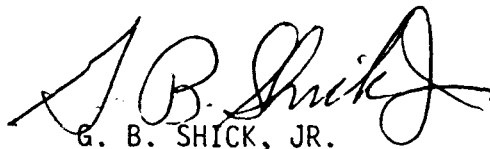
e. NAVELEX Field Activities

(1) Appoint a military substance abuse coordinator by following reference (b).

(2) Make sure that civilian and military supervisors are familiar with policies outlined in references (b), (d), (e), and (f).

(3) Send substance abuse quarterly report no later than the 10th of January, April, July, and October to the SAC.

(4) Conduct a drug and alcohol use, abuse and prevention program by following the provisions of references (a), (b), (c), and this instruction.



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